

USAID NOTICE

UNITED STATES AID MISSION TO INDONESIA

No: 142 - 2008

Date: September 10, 2008

TO: All Mission Staff

FROM: Maryanne Hoirup-Bacolod, Executive Officer

SUBJECT: Employment Opportunities (USAID) Indonesian Citizens,
EDU Project Management Specialist, FSN-11

OPEN TO: All interested candidates (Indonesian Citizen)

POSITION: Education Project Management Specialist

OPENING DATE: September 13, 2008

CLOSING DATE: September 26, 2008

WORK HOURS: Full-time; 40 hrs/week

SALARY: Ordinarily Resident (OR): FSN-11 (Full Performance Level).
Salary starts from Rp.13,197,479 per month depending on qualifications,
experience and salary history.

The U.S. Agency for International Development/Education Office is seeking an individual for the position of **Education Project Management Specialist**, located at Jl. Medan Merdeka Selatan 3-5, Jakarta, Indonesia.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for providing leadership and technical direction for the implementation, management/administration, program monitoring and evaluation of the education program in management and governance, a complex and politically sensitive effort to improve the quality of basic education in public and private schools in Indonesia's decentralized environment. S/he is active in engaging and negotiating with mid- and

senior levels of the Indonesian Government, donor community, private sector and media, including Director Generals within the Ministries of National Education, Religious Affairs and People's Welfare, Provincial and District officials, as well as leaders of national Islamic organizations. Also, the incumbent actively confers with mid- and senior level staff of USAID implementing partner organizations, as well as with other USG agencies working in the education sector. S/he keeps all stakeholders well informed about the project status, identifies ways to resolve complex problems as they arise and strategically collaborates on sustainability and institutionalization of education activities and lessons learned from previous or existing education program including donor activities in the sector.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- 1) Graduated with a Bachelor's degree (S1 or equivalent) from an accredited University in social sciences, humanities or other related fields is required.
- 2) Must have a minimum of seven years of experience in education and/or development **work** in Indonesia. This experience includes a minimum of 4 years working with a development agency or other international or Indonesian Non **Governmental** Organization (NGO), donor or education agency.
- 3) Level IV (Fluent) Speaking/reading/written in English and Indonesian is required.
- 4) The incumbent must have the ability to deal effectively with mid and high level representative of the Indonesian government, US Embassy, and in the USAID Mission.
- 5) Must be willing to travel within Indonesia and regionally by land, sea and air transportation as requested.
- 6) Must have excellent writing and communication skills.

SUBMIT APPLICATION TO:

USAID Human Resources Office

Attention: EXO/Human Resources Office

c/o American Embassy, Jl. Medan Merdeka Selatan 3-5, Jakarta Pusat

E-mail: jkthrd@usaid.gov

Fax: 62-21-3860336

DO NOT ATTACH PHOTO

CLOSING DATE FOR THE POSITION: September 26, 2008

For more vacancies, please visit <http://indonesia.usaid.gov/en/Jobs.aspx>

Employment Opportunities (USAID)**Indonesian Citizens**

IN ADDITION TO THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS FOR EACH POSITION IN THIS SECTION, THE FOLLOWING ARE ALSO SELECTION CRITERIA:

1. Management will consider nepotism/ conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

TO APPLY:

Interested applicants must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment, OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above).